Suggestions For Using The Index

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. An explanation of the abbreviations for the names of the indexed publications is shown in the "Publications Indexed" section in the back of this Index. Other commonly used abbreviations are:

Key to Abbreviations

Aug	August	Mr	March
Ap	April	My	May
Dec	December	Nov	November
ed	edition	No.	number
Feb	February	Oct	October
Ja	January	Sep	September
Jl	July	Vol.	volume

Subject Entries

Subjects are arranged in alphabetical order by main category and then subcategories. Main categories will contain miscellaneous entries related to that topic; subcategories will contain more specific entries. Each article is indexed under at least one and no more than four subjects.

The following list shows the subjects and the page number on which the entries begin. Major category headings are in bold.

1996 Subject List

Basic Business 1	Curriculum
Accounting	Curriculum
Consumer Awareness	Elementary 40
Economics	Graduate 40
Entrepreneurship/	Junior High/Middle School40
Entrepreneurship/ Small Business8	Postsecondary/Community College 41
Finance/Investments 8	Secondary/High School41
International Business	,
Management 16	Document Design and Production 42
Marketing 19	Graphics
•	Keyboarding43
Communications23	Page Design AA
Business English27	Reprographics45
Collaboration27	Typography 45
Court Reporting	Typography
Electronic 30	
Multicultural 32	General Educational Issues46
Presentations	
Speaking35	
Writing	International Education
	Standards 51

Suggestions For Using The Index

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. An explanation of the abbreviations for the names of the indexed publications is shown in the "Publications Indexed" section in the back of this Index. Other commonly used abbreviations are:

Key to Abbreviations

Aug	August	Mr	March
Ap	April	My	May
Dec	December	Nov	November
ed	edition	No.	number
Feb	February	Oct	October
Ja	January	Sep	September
Jl	July	Vol.	volume

Subject Entries

Subjects are arranged in alphabetical order by main category and then subcategories. Main categories will contain miscellaneous entries related to that topic; subcategories will contain more specific entries. Each article is indexed under at least one and no more than four subjects.

The following list shows the subjects and the page number on which the entries begin. Major category headings are in bold.

1996 Subject List

Basic Business 1	Curriculum
Accounting	Curriculum
Consumer Awareness	Elementary 40
Economics	Graduate 40
Entrepreneurship/	Junior High/Middle School40
Entrepreneurship/ Small Business8	Postsecondary/Community College 41
Finance/Investments 8	Secondary/High School41
International Business	,
Management 16	Document Design and Production 42
Marketing 19	Graphics
•	Keyboarding43
Communications23	Page Design AA
Business English27	Reprographics45
Collaboration27	Typography 45
Court Reporting	Typography
Electronic 30	
Multicultural 32	General Educational Issues46
Presentations	
Speaking35	
Writing	International Education
	Standards 51

Information Systems	51
Data Security	54
Data Security	55
Decision Support Systems	56
Electronic Imaging	56
Electronic Imaging End-user Computing	56
Expert Systems	58
Hardware	58
Networks	59
Optical Disk	61
Records Management	61
Software	64
Software	66
Office Management	70
Personnel Issues	72
Diversity	73
Ethics and Law	75
Occupational Information	76
Performance Evaluation	78
Professional Development	79
Temporary Staffing	81
Work Behavior	81

Research Methodology/Issues 8-	4
Teaching Issues	5
Classroom Management 8	6
Diverse Populations 8	6
Instructional Technology 8	7
Student Organizations 9	2
Student Organizations 99 Student Recruitment 99	2
Teacher Preparation 92	2
Teacher Performance 9	3
Testing and Evaluation9	4
Teaching Strategies 9	5
Teaching Strategies 9 Adult Learners 9	8
Business Education 9	9
Cooperative Education 102	2
Global/Cultural Awareness 10	3
Technology Education 10	4
Technology Education 10- Vocational Education 10-	8
Training and Development 11	0
Training and Development	3
Performance Improvement 11	4
Program Evaluation 11	6
Workplace Impact 11	7

Author Entries

An author listing in alphabetical order follows the subject section.

For two author entries, each author is listed first one time. For three or more authors, the term "et al." follows the author name; each author is listed first one time.

Thoughts From the Editors

As you may have noticed, over the last few years the subjects and journals listed in the Business Education Index have changed. Each year, we revise the subject list and review the journal offerings to reflect the current literature and readings in business education. We as business educators embrace the changes in our profession and believe that the Index supports this growth.